



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: **GARAGE SERVICE ATTENDANT I-III**

DEFINITION: Under immediate supervision, services, tows, and performs preventive maintenance, adjustments, and minor repairs of automotive and other motorized equipment or supervises the activities and personnel in a towing or lien sales operation.

REPORTS TO: Varies

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the classification

Grade Level II - Performs the complex duties of the classification and may act in a lead capacity

Grade Level III - Supervises activities and personnel in a towing or lien sales operation

EXAMPLES OF DUTIES:

- Supplies motor vehicle with gas, oil, air and water;
- Lubricates all types of power equipment;
- Makes minor repairs and adjustments;
- Replaces light bulbs and fuses;
- Examines, charges and replaces batteries;
- Repairs tires and tubes;
- Cleans and washes vehicles;
- Cleans shop areas and repairs equipment;
- Assists mechanics and other skilled trade persons on assigned jobs;
- Delivers vehicles to various locations;
- Maintains and repairs gutter and street brooms;
- Observes safety rules and regulations;
- Operates a tow truck and tows vehicles;
- Operates a fork lift;
- May maintain records of pool vehicle operations and other activities;
- May be assigned to serve as a uniformed chauffeur;
- May assist in lien sales and property disposal procedures;
- May select, train, assign, direct, and evaluate the work of subordinate personnel;
- May oversee cash handling activities;
- May utilize computerized inventory and financial systems;
- Performs other related duties as required.

GARAGE SERVICE ATTENDANT I-III (continued)

MINIMUM REQUIREMENTS:

- One year full-time paid experience performing automotive and motorized equipment servicing and maintenance which required a working knowledge of tools, equipment, materials, and procedures used in the preventive maintenance, adjustment, and minor repair of automotive and other motorized equipment; or one year full-time paid experience in towing vehicles under a variety of conditions;
- Recent vocational training at an accredited institution, in Auto Mechanics or closely related field may be substituted for up to six (6) months of the required experience;
- The ability to maintain simple records;
- The ability to work cooperatively with others, including the public;
- Willingness to work shifts, weekends and holidays as required.
- A valid California Class C motor vehicle operator's license;
- Some positions may require a valid Class A California motor vehicle operator's license and comply with the Anti Drug and Alcohol Misuse Prevention Program as required by the Department of Transportation (DOT) Drug and Alcohol Testing Regulations for Drivers of Commercial Vehicles;
- Some positions may require the ability to pass a through background investigation for use of police computer data bank systems;
- Some positions may require a working knowledge of fuel, ignition, electrical, cooling and, braking systems.

HISTORY:

- Revised: 11/08/82, 05/01/74.
- Added grade level III:
- Approval/Adoption Date: 05/03/2000